D: ELECTRONIC FILE NAME CONVENTIONS

1. ELECTRONIC FILE NAMING CONVENTION FOR ROYALTY REPORTS FILED IN EDI FORMAT USING FILE TRANSFER PROTOCOL (FTP) PROCEDURES

Transfer EDI files with FTP procedures only in exceptional circumstances and only after consulting with DO&G in advance. Use the following file naming convention for EDI files sent via FTP:

Example: BPXA03072000TRANFILE.005

BPXA	- Company short name code (See Section V Appendix A-2)
03072000	- MonthDayYear of File transmission
TRANFILE	- Designates EDI format
005	- EDI file identifier. (Call in advance to ensure the correct identifier is used.)

2. ELECTRONIC FILE NAMING CONVENTION FOR ROYALTY REPORTS FILED AS SPREADSHEET ATTACHMENTS TO EMAIL

Customer ID	6	121212
Report Month	4	9808
Accounting Unit	4	ENDI
Report Code	1	O = Operator, V= Valuation, P= Payment Summary
Report Type	1	O = Oil, G = Gas, P = Payment Summary
0, 1, 2, etc.	1	File number

Each file can have multiple sheets and each sheet in the file should be labeled.

Example Label: 1212129808ENDIVO1
File 1:
    121212=Customer Id,
    9808 = Report Month,
    ENDI = Accounting Unit,
    V = Valuation Report,
    O = Oil Report,
    1 = Endicott file number 1

Sheet 1 (Original for Current Month) "ENDI199807"
Sheet 2 (Revision for past month) "ENDI9709" (Production Year/Month)
Sheet 3 (Revision for past month) "ENDI9710" (Production Year/Month)
Sheet 4   etceteras

Example Label: 1212129808KPRKVG2
File 2:

>121212 = Customer ID,
>9808 = Report Month,
>KPRK = Accounting Unit,
>V = Valuation Report,
>G = Gas Report,
>1 = Kuparuk file number 1

Sheet 1 (Original for Current Month) "KPRK199807"
Sheet 2 (Revision for past month) "KPRK9708" (Production Year/Month)
Sheet 3 (Revision for past month) "KPRK9708" (Production Year/Month)

If no revisions are being filed with each Accounting Unit, multiple accounting units can be filed in each File, but each report must be on a separate sheet.

If you file with calculation sheets included in the file, the report sheet should be clearly labeled as noted in the examples above.

Usually operator reports would be filed together, and valuation reports would be filed together in the same file.

If you file valuation reports for multiple accounting units in one file, list " MULT" as the accounting unit to indicate that there are multiple reports for multiple accounting units included with the file.

Example Label: 1212129808MULTVO1
File 1:

>121212 = Customer ID,
>9808 = Report Month,
>MULT = Multiple Accounting Units,
>V = Valuation Reports,
>O = Oil Reports,
>1 = File number 1

Sheet 1 (Original for Current Month) "ENDI199807"
Sheet 2 (Original for Current Month) "KPRK199807"
Sheet 3 (Original for Current Month) "PRUD199807"
Sheet 4 etceteras

There is a limit to the size of the attached file. Each file can be managed by the number of sheets (reports) included in the file as an attachment. File no more than 50 reports within each spreadsheet file.